

~~SECRET~~

*Produce
manuscript*

which
An indexing economy developed early in the Intellofax System was the so-called "FLASH" procedure. By January 1949 indexers recognized that there was a sizeable segment of documents which covered the same subject matter each time and which were issued periodically. "Quarterly Military Review", "Weekly List of Infectious Diseases", "Semi-Annual Railroad Statistics" were a few examples. It was a waste of indexing and key punching time to code these documents every time they appeared. ^{the} ~~One~~ initial coding effort was sufficient. Therefore, the first time such a document was encountered it was and abstracted. ~~on the Intellofax card coded in the proper manner; the bibliographic statement, however, did bore the usual bibliographic statement but without the report number or date. not contain the report number or date. The card was marked "Flash"~~ The word "Flash" was typed on the card. ~~so that when such a card turned up on retrieval the librarian knew~~

A master Transmittal Sheet on which the abstract was prepared was filed in the "Flash" book in the Analysis Branch. Every time a similar document was encountered, its report number and date ~~was~~ ^{were} entered into the "Flash" book. When a subject retrieval request turned up the original "Flash" card, the librarian or indexer knew that ~~one~~ ^{he} must refer to the "Flash" book to find all the documents which had been published. This "Flash" record was the only means of identifying document numbers in order to get the material out of the ~~Document Library~~ ^{Library} file/

~~The~~ Although lists of "Flashed" reports were ~~kept by~~ periodically distributed to the indexers-- and the lists grew-- the indexers were, ~~however, to~~ ^{to} reminded to glance at the current documents to be sure that they were sufficiently covered by the codes originally ~~established~~ established. Changes in the ISC as well as wider ~~cover~~ subject coverage in the series did necessitate added codes.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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FLASH

The "Flash" system finally outlived its usefulness.
of certain series,
Irregularity of issuance, the manual labor ^{involved in} of maintaining
the "Flash" book, the nuisance value of ~~Circulation Branch~~ not having
a source card for every document, and the advent of the revised Intellofax
system-- all combined to its demise in 1960.

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